

**UNION FIRE DISTRICT BOARD OF WARDENS
MEETING MINUTES
131 ASA POND ROAD, WAKEFIELD, R.I.
SEPTEMBER 19, 2011 7:00 PM**

Wardens: Present: Mr. Steere, Ciccone, Boisvert, Mr. McClarnon and Mr. Sloan

Chiefs: Chief Perry, Deputy Chiefs Carney and Collinson

Others: District Clerk, Ms. Hogan and Mr. DeSista

Mr. Steere called the meeting to order at 7:10 PM.

APPROVAL OF MINUTES OF PREVIOUS MEETING:

Motion 11-9-1: Mr. McClarnon moves to dispense with the reading of, and approve the minutes of the meeting on August 15, 2011. Mr. Ciccone seconded the motion. All in favor; motion carries.

COMMITTEES & REPORTS:

Ms. Hogan reports that she along with Deputy Chief Pinch attended the Planning Board meeting in South Kingstown regarding the Tuckertown Fire Station subdivision plans. The subdivision plans were unanimously approved by the Planning Board and the title has been ordered. Ms. Hogan further advised that there is an appeal period that runs until the date of closing and final acquisition for the land purchase is estimated to be within the next thirty to forty days. The next building committee meeting is scheduled for September 26, 2011 at 6PM.

OLD BUSINESS:

Mr. Steere reports the following Warden Committees/Liaisons/Assignments for the Union Fire District.

- Administrative Wardens – Mr. Ciccone and Mr. Boisvert
- Building Maintenance – Mr. Steere and Mr. Boisvert
- Vehicle Maintenance – Mr. McClarnon and Mr. Sloan
- Training/Training Ground – Mr. Steere and Mr. Boisvert
- Equipment – Mr. Boisvert and Mr. Steere
- Computer Programs – Mr. McClarnon and Mr. Sloan
- New Truck Committee – Mr. Ciccone and Mr. Sloan
- Strategic Planning Committee – Mr. Ciccone and Mr. Boisvert
- Accounts Receivables/Payables – Mr. McClarnon and Mr. Sloan

NEW BUSINESS:

ABERDEEN BUILDING IMPROVEMENTS: Firefighter and South Kingstown Veteran Firemen's Association Treasurer Timothy F. Redmond discussed the need for building improvements for the building that houses the Aberdeen. Treasurer Redmond requested Union Fire District funds for improvements of the Aberdeen building to include both the fees for a dumpster along with painting supplies. **Motion 11-9-2:** Mr. Ciccone moves to approve funds up to the amount of \$750.00 for the Aberdeen building improvements as requested. The motion was amended include that the funds used to improve the Aberdeen building be allocated from the rubbish removal and the building maintenance budgets. The motion was seconded by Mr. Boisvert. All in favor; motion carries.

FUEL OIL AND BURNER SERVICE: Mr. Ciccone recuses himself from the discussion of Fuel Oil and Burner service bid award. **Motion 11-9-3:** Mr. Boisvert moves to award the Fuel Oil and Burner Service bid to Smith Co Oil Service Inc. The motion was seconded Mr. Sloan. All in favor; motion carries.

AWARD PURCHASE OF KITCHEN CABINETS: **Motion 11-9-4:** Mr. McClarnon moves to award the purchase of kitchen cabinets to Wickford Kitchen and Bath in accordance with the purchasing policy for the sum of \$2,634.00. The motion was seconded by Mr. Ciccone. All in favor; motion carries.

AWARD PREVENTATIVE MAINTENANCE AGREEMENT FOR PLYMOVENT SYSTEM: **Motion 11-9-5:** Mr. Ciccone moves to award preventative maintenance agreement for the plymovent system to Air Cleaning Specialists for the amount of \$2,160.00 pursuant to the purchasing policy. The motion was seconded by Mr. Sloan. All in favor; motion carries.

AWARD PURCHASE OF LAPTOP: **Motion 11-9-6:** Mr. Boisvert moves to award purchase of laptop to Dell for the sum of \$3,135.66 in accordance with purchasing policy. The motion was seconded by Mr. McClarnon. All in favor; motion carries.

AWARD PURCHASE OF MICROSOFT OFFICE 2010: **Motion 11-9-7:** Mr. Boisvert moves to purchase to the low bid Dell for three Microsoft Office 2010 for the sum of \$686.37 pursuant to purchasing policy. The motion was seconded by Mr. McClarnon. All in favor; motion carries.

NATIONAL FALLEN FIREFIGHTERS WEEKEND: **Motion 11-9-8:** Mr. Boisvert moves to approve travel related expenses for attendance at the National Fallen Firefighters Weekend for the amount of \$3061.81. The motion was seconded by Mr. Ciccone. All in favor; motion carries.

SUB GRANT AWARD REQUEST: Mr. Blessing, on behalf of LEPC 4 Chairman and UFD Deputy Chief Quinn, discussed the RIEMA sub grant award of

\$10,600.00 to the Union Fire District to develop a Hazardous Materials Emergency Plans for the LEPC 4 District. The recommended expenditures related to the RIEMA sub grant include the following awards; \$4,500.00 to Maguire Group to update the LEPC 4 District Plan, \$1,400.00 to Escape Training to update LEPC 4 EHS District Plan and \$3,441.90 for related travel expenses for the 2011 HazMat Conference and which are all reimbursable by RIEMA upon payment by the Union Fire District. **Motion 11-9-9:** Mr. Boisvert moves to approve the RIEMA sub grant expenditures and which was seconded by Mr. McClarnon. All in favor; motion carries.

NOTICE OF PUBLIC HEARING FOR SPECIAL USE PERMIT FOR TOWER HILL GAS STATION: The Tower Hill Gas Station located at 4087 Tower Hill Road, Wakefield, RI is seeking a special use permit under the zoning ordinance to include the sale of liquefied gas and truck and trailer rental service. This matter was reviewed by Chief Perry and Fire Marshal Emmott and who do not oppose the proposed special use permit.

FLU CLINIC REMINDER FOR OCTOBER 5, 2011: There will be a flu clinic held at the Union Fire District Administration Building on Wednesday, October 5, 2011 from 6PM to 7PM.

TREASURER'S REPORT: Mr. DeSista had copies of the report for the Board of Wardens.

TAX COLLECTOR'S REPORT/ABATEMENTS: **Motion 11-9-10:** Mr. Ciccone moves to approve tax collector report as presented and which was seconded by Mr. Boisvert. All in favor; motion carries.

COMMENTS FROM CITIZENS/FIREFIGHTERS: Chief Perry discussed the Annual Firemen's Parade on Sunday, September 25, 2011 and which includes a Memorial at noon time. Firefighter Munson requested a moment of silence for Mr. Francis Smith who passed away recently and who had been a long time member of Forestry as well as past foreman of the Aberdeen. Mr. Steere then held a moment of silence in honor of Mr. Francis Smith.

The meeting was adjourned at 7:35PM.

Respectfully submitted,

John P. Blessing
District Clerk

Date Amended _____

Date Accepted _____

I, John P. Blessing, District Clerk, do certify that the attached minutes are a true and accurate copy of the September 19, 2011 Meeting of the Board of Wardens of the Union Fire District of South Kingstown and that they have not been amended except as cited above.

John P. Blessing
District Clerk